



## PHYSICAL FITNESS SPECIALIST

Hopi Wellness Center

### **OVERVIEW**

Under general supervision from the Physical Fitness Coordinator, develops, plans and implements physical fitness training, activities and education related to diabetes prevention and containment for children, youth, adults and seniors within the Hopi-Tewa Community. Provides individual and group coaching for participants to realize their full fitness potential and diabetes prevention. The incumbent performs duties of moderate difficulty and complexity requiring knowledge and skill in human/public relations, exercise and basic health.

Contacts are typically with employees within/outside the immediate work area, schools, local businesses, other tribes in similar capacities, health personnel, and the public. The purpose of these contacts is to exchange information, provide assistance, coordinate work efforts, and establish network resources.

The work requires physical exertion such as standing, recurring bending, crouching and stooping, and requiring the incumbent to participate in all physical fitness programs. The incumbent will adhere to all safety precautions, wear appropriate clothing and gear when working with participants, and the use of exercise equipment. This position will require the incumbent to maintain a flexible work schedule. Travel on and off the reservation is required.

### **PRIMARY JOB FUNCTIONS** (The following duties are not all-inclusive or restrictive)

- 1) Organize, develop and implement community wide activities/events in accordance with established goals & objectives of the Hopi Wellness Center.
- 2) Plan, organize group fitness classes by leading, instructing and motivating individuals or groups in diverse populations. Choreograph group fitness classes by choosing music that is appropriate for the exercise class and creating a routine or a set of moves for a class to follow. In some classes, such as ZUMBA, the Physical Fitness Specialist may teach pre-choreographed routines originally created by the company ZUMBA, or other fitness organizations.
- 3) Lead proper techniques on how to carry out various exercise and routines while monitoring participants perform the exercises; provide correct techniques to minimize injury and improve fitness. Provide modified exercise routines during the class for different fitness levels/skills.
- 4) Provide information and instruction on proper use of equipment, including safety rules, to participants when utilizing fitness equipment.
- 5) Provide coaching to empower and support individuals to identify their personal potential and achieve their health fitness goals. Assist in developing customized exercise plan for the participant(s) based on their fitness goal(s). Provide information or resources on fitness, nutrition and making healthy lifestyle choices.
- 6) Administers fitness testing and screening devices to determine health risks and assess participants' fitness level upon entry to any program.
- 7) Maintain strict confidentiality and record keeping of participant's information for those referred from outside sources, ensuring documents are filed in a secure location.
- 8) Conducts daily set protocols of safety checks and cleaning/sanitation of the equipment to ensure all is in a safe operating condition.
- 9) Fitness Center administrative duties as assigned which include a variety of tasks and duties, such as tending the front desk, registering new members, providing orientation and tours of the fitness center, creating group fitness schedules, writing newspaper articles, creating poster and flyers, monitoring the gym floor, posting on scheduled days, and assisting with all Hopi Wellness Center sponsored events and activities.
- 10) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.
- 11) Support the Department of Health & Human Service mission and vision by working collaboratively, coordinating efforts and communicating effectively.

**MINIMUM QUALIFICATIONS**

Education: Associate degree in Health Science, Public Health, Nutrition, Exercise Science or closely related health & wellness field; AND

Experience: Two (2) years work experience working in a physical fitness or recreational center performing similar responsibilities; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge and strong interest in physical fitness and education.
- Knowledge of Health Assessment Screening tools and health promotion/disease prevention.
- Knowledge of the physiological implications of physical exercise and physical fitness.
- Knowledge of methods and techniques of aerobic exercise, walking and running for physical fitness.
- Knowledge of the basic techniques of CPR, First Aid, universal precautions for blood borne pathogens and emergency referral procedures.
- Knowledge of medical and public health resources.
- Excellent customer service skills.
- Strong communication and organizational skills.
- Good, effective verbal and written communication skills for publication including pamphlets, signs, bulletins, educational materials, prepare notices, conduct presentations, etc.
- Skill in operating basic office equipment/machines, computers and related software.
- Skill in operating and maintaining fitness equipment/machines.
- Skill in establishing and maintaining participant records.
- Skill in establishing and maintaining effective working relationships with clients, supervision, co-workers and representatives of resource agencies.
- Skill in assessing and evaluating emergency situations and utilizing appropriate emergency procedures.
- Skill in evaluating client needs and utilizing program and resources, or other appropriate referrals, to meet such needs.
- Ability to work flexible hours (early mornings, evenings, weekends & holidays).
- Ability to maintain a safe, clean and pleasant environment.
- Ability to perform Adult/Infant CPR and First Aid.
- Ability to motivate individuals participating in physical fitness programs.
- Ability to establish and maintain professional working relationships with others.

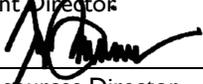
**NECESSARY REQUIREMENTS**

- 1) Required to maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver’s license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must be able to pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) No misdemeanor convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Must complete and maintain annual immunization and physical wellness exams.
- 8) Must possess or obtain a valid Adult/Child CPR/First Aid Certification within ninety (90) calendar days of hire and maintain certification throughout employment.
- 9) Must acquire certification from an accredited fitness organization(s) in Group Fitness Instruction and Personal Training within one (1) year of hire and maintain certification throughout employment.

**PHYSICAL FITNESS SPECIALIST**

Hopi Wellness Center  
Department of Health & Human Services  
Supervisor: Physical Fitness Coordinator  
Classification: NON-EXEMPT  
Salary Range: 30  
Revised 02/26/2026

REVIEWED BY:  DATE: 3/5/26  
Department Director

APPROVED BY:  DATE: 03/05/2026  
Human Resources Director